

Home Investment Partnerships Grant**CHDO Certification and Project Application***Fiscal Year 2020-2021*

Organization	
Program	

The City of Irving receives Home Investment Partnerships Grant (HOME) funds from the US Department of Housing and Urban Development (HUD) to assist in the creation of affordable housing opportunities. The City of Irving maximizes the benefits of these funds through its partnership with non-profit builders. To that end, the City of Irving sets aside no less than 15% of its HOME annual allocation to be used by Community Housing Development Organizations (CHDOs). A Community Housing Development Organization (CHDO) is a private, non-profit organization that is certified by the City of Irving to meet specific criteria in order to develop affordable housing through the HOME grant for persons at or below 80% of the Area Median Household Income.

Based on prior year Congressional Appropriations, the City of Irving expects a minimum of approximately **\$116,000.00** to be made available for this purpose in **Fiscal Year 2020-21**. Amounts and percentages are subject to change, based on actual funding allocations received by the City of Irving from the U.S. Department of Housing and Urban Development.

Eligible project activities under this Notice of Funding Availability include:

- **Acquisition, Rehabilitation, and Resale of single family homes to eligible first-time homebuyers**
- **Acquisition of property for the construction of new single family homes which will be sold to eligible first-time homebuyers**
- **Construction of new single family homes on applicant-owned property which will be sold to eligible first-time homebuyers**
- **Acquisition and Reconstruction of substandard single family homes which will be sold to eligible first-time homebuyers**

Prior to completing this application, each qualified organization is urged to review the HOME Rule, as amended in 2013, carefully. All projects must comply with the regulations of the HOME Program Final Rule (24 CFR Part 92). Before submitting the application, attend an application meeting (mandatory for agencies that have never received City of Irving HOME Funds), check all calculations, and review the proposal for completion of forms and other items on the checklist. Inaccuracies, omissions, and the use of forms from previous competitions will be grounds for rejection. Qualified organizations may submit one project per application. All proposals will become part of the City of Irving's official files. The application meeting will be held on **Friday, March 13, 2020, at 11:00 a.m.**

The 2013 HOME Final Rule requires that the City of Irving must certify, each time it commits funds to an organization, that the organization meets the definition of "Community Housing Development Organization" and must document that the organization has the capacity to own, develop, or sponsor housing. To meet this requirement, the City of Irving will conduct certifications as part of the solicitation process for selecting each CHDO set-aside project. Additionally, the City of Irving must complete project underwriting and environmental review prior to the commitment of funds for any proposed CHDO project, in line with HUD guidance and requirements. A CHDO may apply for HOME funding through this

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

application for eligible affordable housing projects. Prioritization will be given to projects which create senior housing opportunities.

If any of the certifying material changes during the application process, the applicant must be re-certified for CHDO status. This may include but is not limited to completion of a new request for certification (with the provision of all pertinent documents) and/or completion of a new application. City of Irving staff will determine the level to which recertification materials are provided.

Applications are due to the City of Irving Planning and Community Development office no later than 5:00 p.m. on Friday, April 3, 2020. No late applications, incomplete or electronically submitted applications will be accepted. The Planning and Community Development office is located on the first floor of Irving City Hall, 825 W. Irving Blvd., Irving, TX, 75060.

Affordability

All HOME-assisted units must be affordable at initial occupancy and over a minimum affordability period, as outlined below. Homebuyer assistance is subject to recapture provisions over the affordability period. HOME units that fail to meet affordability requirements for the minimum required period are subject to repayment to the City of Irving.

<i>HOME Investment Per Unit (Homeownership)</i>	Minimum Period of Affordability
<i>Under \$15,000</i>	5 Years
<i>\$15,000-\$40,000</i>	10 Years
<i>Over \$40,000</i>	15 Years

Minimum/Maximum Investment Amounts

The minimum amount of HOME funds that can be invested in an eligible project is \$1,000 per HOME-assisted unit.

Prior to the discontinuation of the Section 221(d)(3) mortgage insurance program, HUD calculated the maximum per-unit subsidy as 100% of the dollar limit for a Section 221(d)(3) non-profit sponsor, elevator-type development, indexed for base city high cost area and adjusted for the number of bedroom. Due to the discontinuation of the Section 221(d)(3) mortgage insurance program, alternate maximum per-unit subsidy limits must be used for the HOME program. The Section 234 program insures blanket mortgages for the construction or substantial rehabilitation of multifamily projects to be sold upon completion as individual condominium units. Over time, these limits issued by HUD have been identical to the Section 221(d)(3) limits. Consequently, substituting the Section 234 basic mortgage limits for the Section 221(d)(3) limits is consistent with the intent of National Affordable Housing Act (NAHA) and the implementing provisions of the HOME Final Rule.

Home Investment Partnerships Grant**CHDO Certification and Project Application***Fiscal Year 2020-2021*

HUD's Office of Multifamily Housing updates the Section 234 basic mortgage limits annually and publishes them in the Federal Register. The Office of Multifamily Housing also establishes high cost percentage exceptions (HCP) for specific areas.

The local HUD Community Planning and Development Office (CPD) determined the High Cost Percentage at 240% of the Section 234 (elevator) limits for all participating jurisdictions in the Fort Worth Field Office's area of responsibility, based on guidance provided by HUD. The CPD staff will use the Section 234-Condominium Housing basic mortgage limits, for elevator-type projects, as an alternative to the Section 221(d)(3) limits in order to determine the maximum amount of HOME funds the City of Irving may invest on a per-unit basis in HOME-assisted housing projects.

<i>Bedroom Size</i>	Section 234 Limits	HCP Dallas	HOME Maximum Per-Unit Subsidy Limit
0	\$62,445	240%	\$149,868
1	\$71,584	240%	\$171,802
2	\$87,047	240%	\$208,913
3	\$112,611	240%	\$270,266
4+	\$123,611	240%	\$296,666

The Planning and Community Development department will continue to work with the Ft. Worth field office to determine maximum per unit investment on a project-by-project basis. Please note that the HOME Maximum Per-Unit Subsidy Limit also includes any HOME funds used to provide down payment assistance to purchasers of homes constructed or acquired through this application.

Income Targeting

Projects subsidized by the HOME program must comply with income limits. As established by HUD.

All HOME funds under this Notice must benefit households at or below 80% of Area Median Income. Area Median Income is defined and published periodically by HUD for the HOME program for the Dallas-Irving-Arlington area. Income limits as of June 2019 are:

# in Household	1	2	3	4	5	6	7	8
<30% Extremely Low	\$17,500	\$20,000	\$22,500	\$24,950	\$26,950	\$28,950	\$30,950	\$32,950
<50% Very Low	\$29,100	\$33,250	\$37,400	\$41,550	\$44,900	\$48,200	\$51,550	\$54,850
<60% Low	\$34,920	\$39,900	\$44,880	\$49,860	\$53,880	\$57,840	\$61,860	\$65,820
<80% Moderate	\$46,550	\$53,200	\$59,850	\$66,500	\$71,850	\$77,150	\$82,500	\$87,800

CHDO Certification and Project Application

Fiscal Year 2020-2021

Expenditure Requirements

The 2013 Home Final Rule states that projects must be completed within four years of the date of agreement between the City of Irving and the CHDO. The agreement will include a timeline and completion schedule.

Additionally, the HOME Final Rule requires that any homebuyer unit that has not been sold to an eligible homebuyer within nine months of completion of construction must be converted to a HOME Rental unit that complies with all HOME requirements for the period of affordability applicable to such rental units.

Other Federal Requirements

The HOME Program Final Rule contains more program requirements than are outlined in this application. CHDOs should carefully review the HOME Final Rule prior to submitting an application. Projects must comply with all applicable HOME program regulations, as well as other federal requirements, including but not limited to environmental review, fair housing and equal opportunity, affirmative marketing, handicapped accessibility, employment and contracting, prevailing wage requirements, relocation, lead based paint evaluation and control, procurement, and prohibition on debarred contractors.

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Part 1: CHDO Certification Application

Organization Name			
DUNS Number		Tax ID Number	
Street Address			
City		State	
Zip Code			

Contact Information

Name			
Title			
Email Address		Phone Number	
Fax Number			

Board President

Name			
Email Address			
Phone Number			

Please briefly describe the CHDO-eligible activities your agency plans to undertake

Please list each geographic area to be considered for CHDO certification

Area Name	Area Description

I certify that the submission of this application has been approved by a 2/3 vote of the Board of Directors and that all information provided herein is current, complete, and accurate.

Board President Signature

Date

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Organizational Status and Mission

The non-profit is organized under State or local laws, and one of the following has been attached:

Charter

Articles of Incorporation

The non-profit has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(C) and one of the following has been attached:

A 501(c)(3) or (4) Certificate from the IRS

A group exemption letter under Section 905 from the IRS that includes the organization

The organization's primary purpose must be to provide low and moderate income housing. The following (at least one document) have/has been attached which provides evidence to meet this requirement.

Charter

Articles of Incorporation

By-Laws

Resolutions

Please explain where this evidence can be found and any other applicable narrative to support this.

The organization should have a strategic plan that specifies an action plan for housing development. Please briefly describe the key points of the organization's strategic plan, explain why the organization has not developed a plan, or provide narrative as to the status of development of the plan. *Please also attach any strategic or action plans to this document.*

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Board Composition

At least one-third of the Board membership consists of residents of low income neighborhoods, other low income community residents, or elected representatives of low income neighborhood organizations.

A CHDO may be chartered by a State or local government, however, the State or local government may not appoint more than 1/3 of the membership of the organization’s governing body. The Board members appointed by the State or local government may not, in turn, appoint the remaining 2/3 of the Board members, and no more than 1/3 of the governing Board members may be public officials. The following provide evidence that these policies are in place and observed (and are attached to this submission).

Not Applicable By-Laws Charter Articles of Incorporation

No more than 1/3 of the governing Board members may be public officials (including any employees of the City of Irving) or be appointed by public officials. Government-appointed Board members may not, in turn, appoint any of the remaining Board members. The following provide evidence that these policies are in place and observed (and are attached to this submission).

By-Laws Charter Articles of Incorporation

If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than 1/3 of the membership of the CHDO’s governing body, and the Board members appointed by the for-profit entity may not, in turn, appoint the remaining 2/3 of the Board members. The following provide evidence that these policies are in place and observed (and are attached to this submission).

Not Applicable By-Laws Charter Articles of Incorporation

There is at least one Board member that resides in each of the organization’s proposed geographic service areas.

Yes No

If the Board status information on the following pages does not indicate Board stability, please provide explanatory narrative.

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Please provide any narrative explanations related to the selection processes and Board composition that are relevant.

Please provide evidence of the Board’s ability to oversee planning and development.

Please demonstrate Board ability to make timely decisions by indicating the number of formal Board meetings held within the last six months.

0 1 2 3 4 5 6 More than 6

Please complete the chart on the following pages and indicate under which category each Board member represents. Please only list current or approved Board members. Do not list prospective Board members who have not been approved to join the Board.

Board Member Name											
Residential Address											
Occupation											
Place of Employment											
Areas of Expertise											
Number of Years on Board											
Low Income		Public Institution		Religious Organization		For Profit					

Board Member Name											
Residential Address											
Occupation											
Place of Employment											
Areas of Expertise											
Number of Years on Board											
Low Income		Public Institution		Religious Organization		For Profit					

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Board Member Name							
Residential Address							
Occupation							
Place of Employment							
Areas of Expertise							
Number of Years on Board							
Low Income		Public Institution		Religious Organization		For Profit	

Board Member Name							
Residential Address							
Occupation							
Place of Employment							
Areas of Expertise							
Number of Years on Board							
Low Income		Public Institution		Religious Organization		For Profit	

Board Member Name							
Residential Address							
Occupation							
Place of Employment							
Areas of Expertise							
Number of Years on Board							
Low Income		Public Institution		Religious Organization		For Profit	

Board Member Name							
Residential Address							
Occupation							
Place of Employment							
Areas of Expertise							
Number of Years on Board							
Low Income		Public Institution		Religious Organization		For Profit	

Board Member Name							
Residential Address							
Occupation							
Place of Employment							
Areas of Expertise							
Number of Years on Board							
Low Income		Public Institution		Religious Organization		For Profit	

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Board Member Name							
Residential Address							
Occupation							
Place of Employment							
Areas of Expertise							
Number of Years on Board							
Low Income		Public Institution		Religious Organization		For Profit	

Board Member Name							
Residential Address							
Occupation							
Place of Employment							
Areas of Expertise							
Number of Years on Board							
Low Income		Public Institution		Religious Organization		For Profit	

Board Member Name							
Residential Address							
Occupation							
Place of Employment							
Areas of Expertise							
Number of Years on Board							
Low Income		Public Institution		Religious Organization		For Profit	

Sponsorship/Independence

The organization may not be controlled by, nor receive directions from, individuals or entities seeking profit from the organization. The following (at least one document) have/has been attached which provides evidence to meet this requirement.

By-Laws

Memorandum of Understanding

Is the organization sponsored or created by a for-profit entity?

Yes

No

If yes, is the for-profit entity's primary purpose to develop or manage housing (attach the for-profit entity's By-Laws)?

Yes

No

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

If yes, is the organization free to contract for goods and services from vendors of its own choosing?

Yes

No

Please provide evidence through the attachment of one of the following:

By-Laws

Charter

Articles of Incorporation

Is the organization sponsored or controlled by a religious/faith-based organization?

Yes

No

If yes, the organization must be a separate secular entity from the religious organization, with membership available to all persons regardless of religion or membership criteria. Please indicate the attached document that provides evidence that this requirement has been met.

By-Laws

Charter

Articles of Incorporation.

Relationship and Service to the Community

Please provide detail on the organization's history of serving the community within which housing to be assisted with HOME funds is to be located.

If the organization is a newly created organization formed by local faith-based, service, or community organizations, please provide details that demonstrate the parent organization's experience, over a period of at least one year, in serving each community for which Certification is sought.

Not Applicable

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Describe the organization’s formal process for low income program beneficiaries to advise the organization in decisions regarding design, siting, development, and management of all HOME-assisted affordable housing projects. A written statement of operating procedures approved by the governing body must be included. Also indicate which attached document provides evidence of these actions.

By-laws

Resolutions

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Please provide a brief narrative overview of the organization’s efforts to analyze the local housing market and housing needs of low income households.

--

Provide supporting documentation that shows the organization has a positive reputation and a strong relationship with its community.

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Financial Management and Capacity

The organization must follow the financial accountability standards outlined in 2 CFR 200. Please indicate the attached document that provides evidence that this requirement has been met.

Audited Financial Statement

Single Audit

Please provide two most recent annual audited financial statements, the auditor's opinion, and management letter, if issued. Audits must be conducted by an independent licensed Certified Public Accountant. If an audit(s) is not available, please explain why.

Please indicate where in the organization's Charter or Articles of Incorporation it is demonstrated that no part of the organization's net earnings inure to the benefit of any Board member, founder, contributor, or individual.

What is the date of the organization's most recent Audit? _____

What period of time does the audit cover? _____

Where there management or compliance findings in the last two years?

Yes

No

If so, were the findings resolved/cleared?

Yes

No

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Please detail the organization’s annual budgeting processes (and attach a copy of the most recent operating budget). Also please discuss processes for tracking and reporting budget versus actual expenditures. Include how recently the Board has reviewed financial reports and the regularity of reporting.

Detail the organization’s cash flow management processes. Explain the control processes for expenditures and discuss the regularity (how often) with which the organization experiences cash flow problems. Include reserve amount policies and whether or not the organization meets these reserve levels.

CHDO Certification and Project Application

Fiscal Year 2020-2021

Discuss the organization's internal control processes to ensure separation of duties and safeguarding of the organization's assets. Include a discussion on oversight of financial activities.

Discuss the level and types of insurance (liability, fidelity bond, workers comp, property hazard, and project) that the organization maintains.

Discuss the funding base for operations and any fundraising programs for both capital and operational needs.

CHDO Certification and Project Application

Fiscal Year 2020-2021

Does the organization maintain a portfolio of properties?

Yes

No

If yes, please discuss the financial and physical condition of the properties it manages (include any property-specific financial records to provide evidence). Also include a discussion of management fees collected, if any.

Development Capacity

Please attach the following to demonstrate evidence of capacity for carrying out activities assisted with HOME funds:

Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME Funds.

If organization is in its first year or operation and using a consultant to train its staff only, a contract with individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization (which includes a training plan and a list of activities to be accomplished).

Give examples of projects/programs completed by the organization which illustrate the organization's competent management and oversight. Specifically discuss CHDO projects undertaken by the organization.

CHDO Certification and Project Application

Fiscal Year 2020-2021

Explain how the organization has the capability and capacity to undertake additional projects. Include examples of the organizational management's ability to analyze and evaluate potential projects.

Describe the corporate lines of authority for development activities and how the organization keeps these lines clear. Include a discussion of applicable organizational policies and procedures.

Organizational Policies and Procedures included in submission

Explain the organization's process for monitoring the progress of a project.

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Describe the organization’s staff responsibilities and capabilities with regard to housing development including legal and financial aspects, oversight of design and construction, marketing, client intake, and property management (if applicable). Please indicate which staff members are paid by the organization and their employment statuses (full-time, part-time, etc.).

Personnel Policies are included in this submission
Staff job descriptions are included in this submission

What types of training do staff members attend? Does the organization have a formal training program? What does the organization do to ensure that staff members learn skills that they do not currently have?

Please provide information as to how the Board is active and in support of housing activities.

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Certification of Low Income Representation

Each Board member representing the interests of low-income families in the Applicant’s target community must complete this certification. Please maintain a copy of this certification in the organization’s files.

I certify that I am a current member in good standing for the governing board for the following CHDO applicant, and I represent the interest of low-income families in the organization’s target community:

Please check and complete one of the following:

I am a low-income resident of the organization’s target community.

Target Community _____

In order to qualify under this criterion, the Board member must be a low-income resident of a community that the organization is certified to serve. Low-income is defined as 80% or less of Area Median Household Income (AMI).

I am a resident in a low-income neighborhood within the organization’s target community.

Neighborhood _____

Target Community _____

In order to qualify under this criterion, the Board member must live in a low-income neighborhood where 51% or more of the residents are low-income. The Board member does not have to be low-income. “Neighborhood” means a geographic location designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographical designation that is within the boundary but does not encompass the entire City of Irving.

I am an elected representative within the organization’s target community.

Position _____

Neighborhood _____

Target Community _____

In order to qualify under this criterion, the Board member must be elected by a low-income neighborhood organization to serve on the CHDO Board. The organization must be composed primarily of residents of the low-income neighborhood and its primary purpose must be to serve the interests of the neighborhood residents. Such organizations might include block groups, neighborhood associations, and neighborhood watch groups. The group must be a neighborhood organization and not the CHDO itself. If the Board member is qualifying under this criterion, please attach a copy of the signed resolution from the neighborhood organization naming the individual as its representative on the CHDO.

Board Member Name

Board Member Signature

Date

CHDO Certification and Project Application

Fiscal Year 2020-2021

Part 2: Project Application

Summary

Funds Requested

Category	Amount
Acquisition	\$
Rehabilitation	\$
New Construction	\$
Total City of Irving Request	\$

Is this organization currently a City of Irving-approved CHDO?

Yes No

Estimated Number of Units

Category	Amount
<i>Acquired and to be:</i>	
Rehabilitated	
Constructed	
<i>Currently Owned by Organization and to be:</i>	
Rehabilitated	
Constructed	

Unit Types to Be Created

Category	Amount
Single Family Detached (Homeownership)	
Single Family Attached (Townhomes, condos - Homeownership)	

Organizational Development History

Number of years the organization has been in operation	
Date Incorporated	
Total Number of Units Produced	
Rehabilitated	
Owned	
Managed	
Constructed	

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Of the above housing units, please estimate the number of units by income level of residents

30% of Area Median Income or Below	
50% of Area Median Income or Below	
80% of Area Median Income or Below	
Above 80% Area Median Income	

Please show the number of employees:

In the Organization		On this Project	
Full-Time		Full-Time	
Part-Time		Part-Time	
Volunteer		Volunteer	

Has the site been identified? (If so, please provide a site map)

Yes No

If the site has been identified, do you anticipate the property requiring rezoning/special use permit for the project?

Yes No

Provide a narrative below that describes the priority population that the project intends to serve. Describe the population, community, and number to be served by the proposed project, including the type of affordable housing that will result from this project and the rationale for choosing this project type. If the project is serving special needs populations, please detail which populations and what services/specific design features are in place to meet the needs of the special needs population served. Please provide narrative which provides information about the proposed area of focus. Include data on the concentration of low-income residents, the concentration of affordable housing, and minority concentration.

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Funding and Planning

Has total project financing been identified, or can it be in place by October 1, 2020, for this project?

Yes No

Is the project ready for implementation on October 1, 2020, assuming HOME funding is awarded?

Yes No

Does the organization have schematics and a preliminary site plan for the project?

Yes No

Does the organization have an engineering report detailing property condition?

Yes No N/A

Has an appraisal been completed for the property? If yes, please include a copy of the appraisal.

Yes No

What is the assessed value of the property? _____

Will the project meet Energy Star Standards?

Yes No

Will the project meet HUD Section 504 Accessibility Standards?

Yes No

Is the project to be made available to very low income (less than 50% AMI) households?

Yes No

Is the project to be made available to extremely low income (less than 30% AMI) households?

Yes No

Is the project targeted to providing housing for senior citizens?

Yes No

Is this proposal a collaborative submission? If yes, explain how the project will be jointly conducted and identify roles and responsibilities. Include a letter of agreement between collaborating organizations.

Yes No

CHDO Certification and Project Application

Fiscal Year 2020-2021

Please provide narrative which details the following:

- For what purposes would the organization be requesting the funding?
- Outcome to be achieved (include a description of all units, both HOME and non-HOME)
- Project activities or serviced that address proposed outcomes
- A clear and reasonable work plan including an estimated project timeline, milestones, and estimated completion date
- Any unique or innovative elements of the proposed project
- Any market analysis that has been completed regarding the need for the proposed project (homeowner, rental units, etc.)

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Estimated Project Costs and Financing

ESTIMATED PROJECT COSTS

ACQUISITION	
REHABILITATION	
CONSTRUCTION	
OTHER (FINANCING, INSURANCE, LEGAL FEES)	
TOTAL	
TOTAL COST PER UNIT	

Project Funding Sources		
Source	Amount	Committed?
City of Irving HOME Funds		
Other:		
Total		

Loans			
Trust	%IRR (effective interest rate)	# Months	Committed?
1 st :			
2 nd :			
3 rd :			
Total			

Total Project Funding _____

Proposed HOME Funds _____

Total HOME as % of Total Project Financing: _____

Number of Units	Square Footage	Number of Bedrooms	Number of Bathrooms	Structure Type	Type of Construction	Cost/ Unit	Sales Price/ Unit

Home Investment Partnerships Grant

CHDO Certification and Project Application

Fiscal Year 2020-2021

Purchasers

Area Median Income (AMI)	Number of Households
Below 30% AMI	
Below 50% AMI	
Below 80% AMI	
Above 80% AMI	
Total	

Does the project involve permanent relocation?

Yes No

Does the project involve temporary relocation?

Yes No

CHDO Certification and Project Application

Fiscal Year 2020-2021

Submittal Checklist

Some items may not be applicable. Please include all items that are applicable. Clearly label all attachments. Where possible, highlight areas within documents which provide evidence in answer to a particular question.

Organization Charter

Articles of Incorporation

501(c)(3) or (4) Certification from IRS

By-laws

Applicable minutes from Board Meetings

Applicable Board Resolutions

Memorandum of Understanding

For-Profit Entity By-laws

Supporting Documentation Showing Positive Reputation and Community Relationship

Two most recent annual audited financial statements including the auditor's opinion and management letter

Property-related Financial Records for any Rental Properties in Portfolio

Board Member Resumes/Statements

Consultant Agreements

Policies and Procedures, including Personnel Policies

Staff Job Descriptions

Certification of Low-Income Representation for Each Applicable Board Member

Site Map(s)

General Location Map(s)

Schematics/Preliminary Site Plan

Engineering Report

Appraisal

Letter(s) of Agreement with Collaborative Organizations

Any Additional Narrative or Supporting Documents

Operating Budget

Strategic or Action Plan(s)